مجلس أبوظبي للتعليم
Abu Dhabi Education Council
Education First التعليم أولاً

PEARSON

Transportation

User Manual

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1. Introduction

The aims of using the **Transportation** module are:

- Regulate the movement of buses and the routes to and from the school.
- Create data records for each bus route, bus driver and the monitor in charge.
- Create data records for the daily movement of each student.
- Create data records for both students and teachers parking, if any.
- Create data records in case of the use of an alternative route to the original route.
- Print Transportation reports that show:
    - Student Transportation Routes
    - Student Transportation by Route
    - Student Transportation Modes

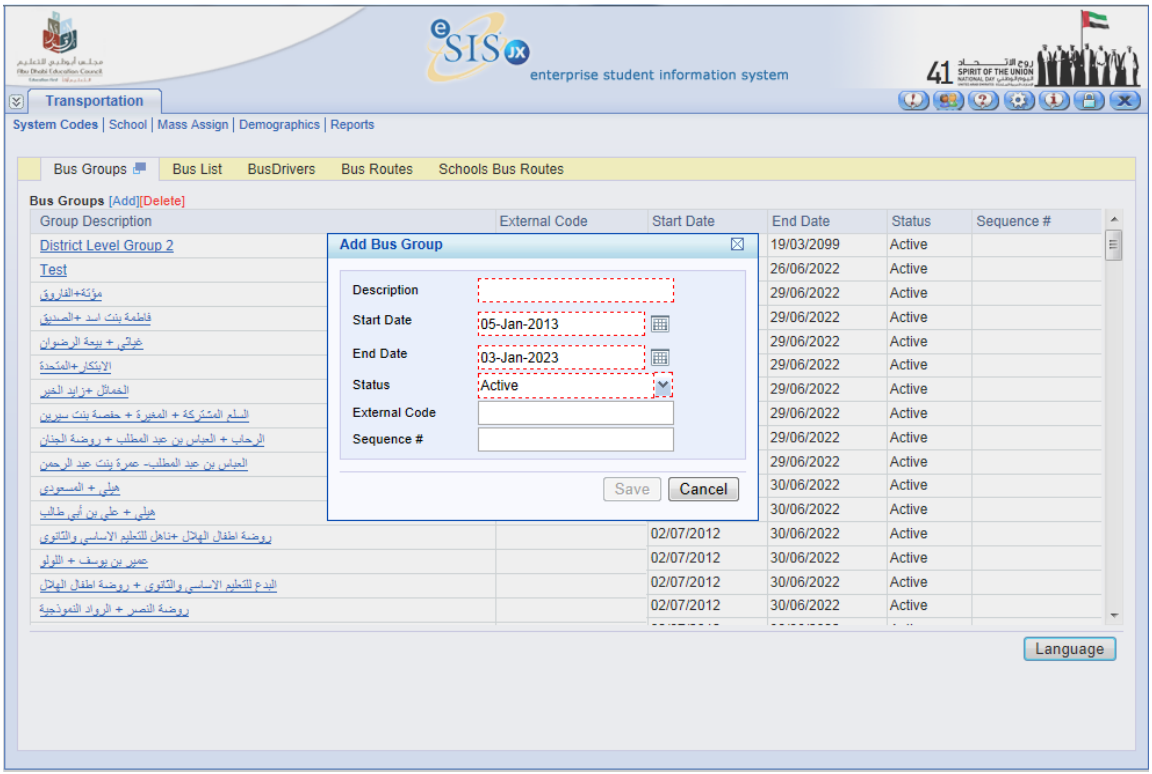
2. System Codes

This section explains how to set up the system codes for the transportation module included:

- Bus Groups
- Bus Types
- Bus list
- Bus Drivers
- Bus Routes
- School Bus Routes

2.1 Bus Groups

These Codes allow multiple schools to be grouped together for the purpose of sharing the same bus route.



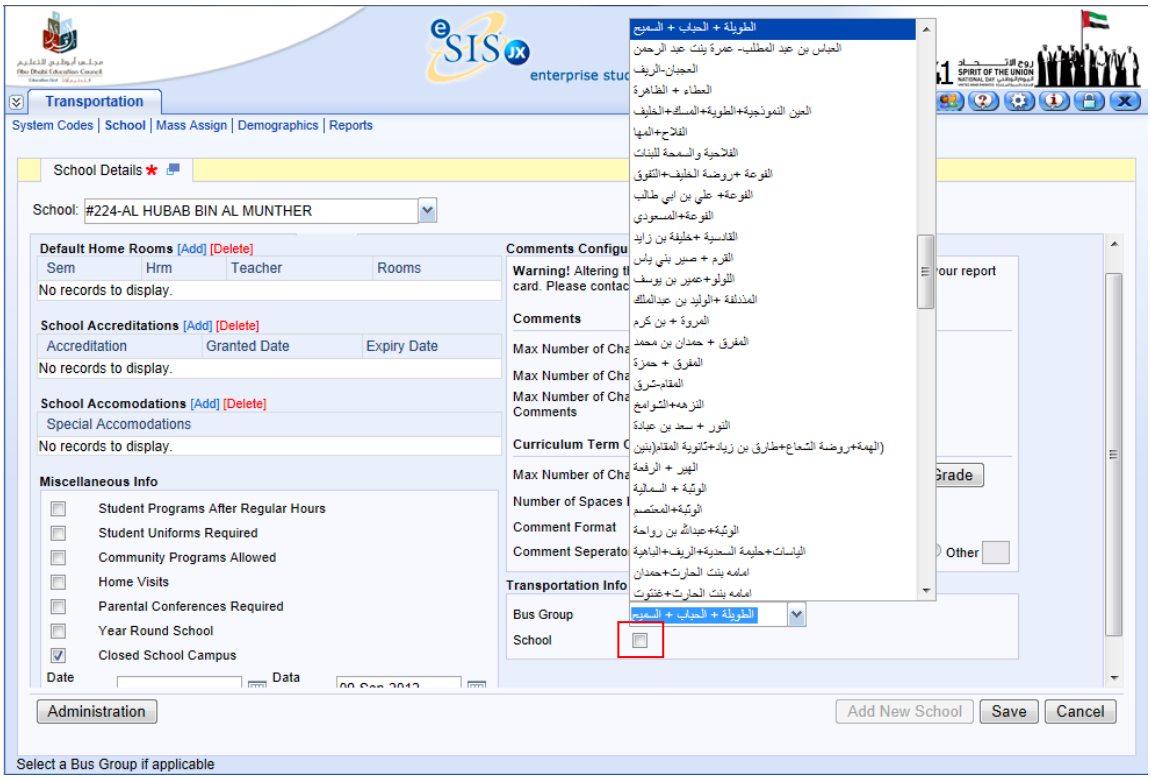
2.1.1 Adding new Bus Group:

To create a new bus group, click on the AD hyperlink, then add the required fields as below:

1. **Description**: this field is used to write the name of Bus Group name.
2. **Start Date**, **End Date**: it is used to assign the start and end date.
3. **Status**: choose **Active** from the drop down list.

Note:

Before creating a Bus Group, you have to checked the box for the Bus group from: **School ⇨ School Details ⇨ Others**

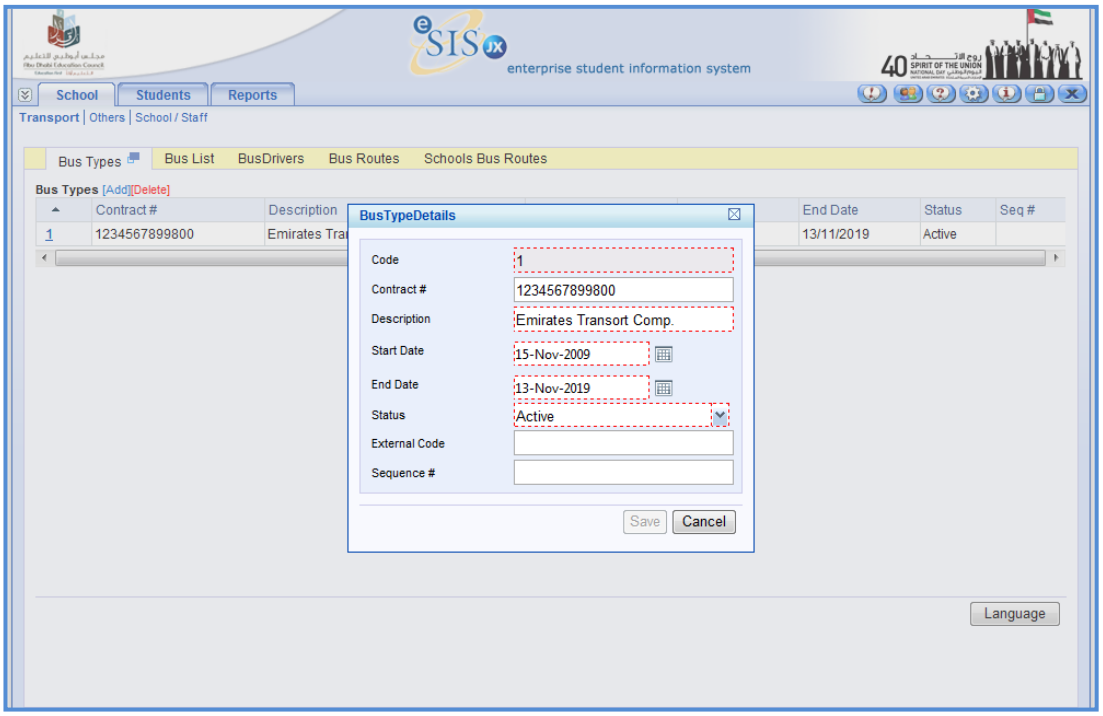


- If students have been assigned to bus routes, the students will have to be unassigned from the bus routes before the Bus Group can be deleted.

2.2 Bus Types:

This system code is used to identify various bus types that provide transportation to schools. The required fields are:

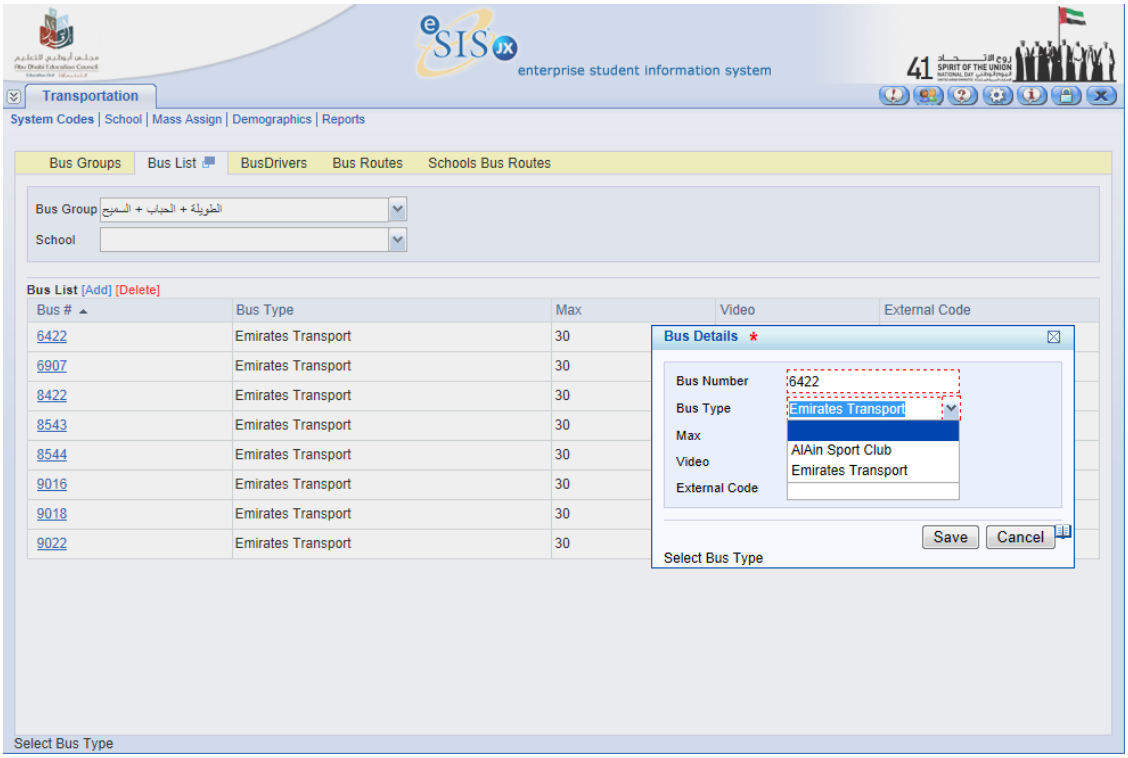
4. **Code**: it is used to identify each type separately in the system.
5. **Contract Number**: the contract between ADEC and Emirates Transportation Company.
6. **Description**: this field is used to write the name of the transportation company.
7. **Start Date**, **End Date**: it is used to assign the start and end date.
8. **Status**: choose **Active** from the drop down list.



2.3 Bus list:

This system code is used to enter buses details, the required fields are:

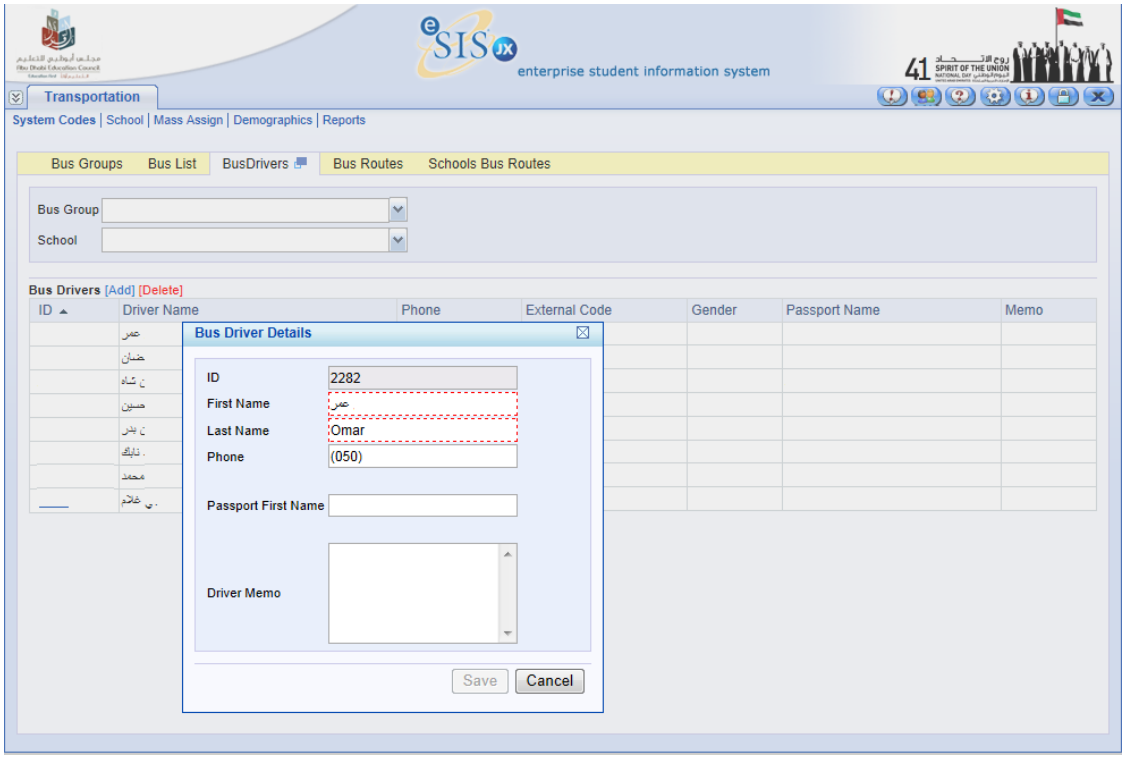
1- **Bus Number**: this is the bus number of the transportation company.
2- **Bus Type**: choose the **Bus Type** from the drop down list which was entered in the previous system code.
3- **Max**: enter the maximum bus capacity.
4- **Special Needs**: check the Special Needs box if the bus is equipped to accommodate Special Needs students.



2.4 Bus Drivers:

This system code is used to enter drivers details, the required fields are:

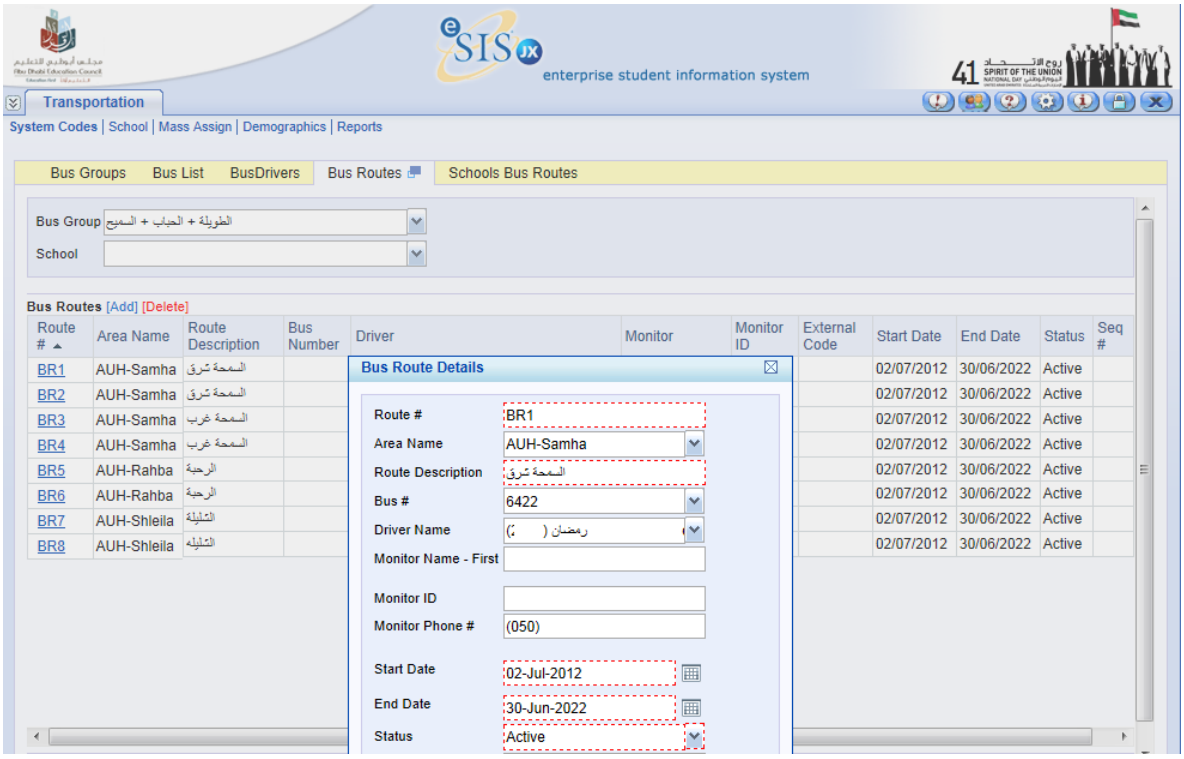
1- **ID**: it is the code used to identify each driver in the system; this ID is generated automatically by the system every time a new record is created.
2- **Arabic Name**: the name of the driver in Arabic.
3- **English Name**: the name of the driver in English.
4- **Phone**: driver's mobile number.
5- **Employee number**: the driver's employee number provided by the transportation company.
6- **Memo**: this field is used to enter any comment related to the driver, if any.



2.5 Bus Routes:

This system code is used to enter buses routes details, the required fields are:

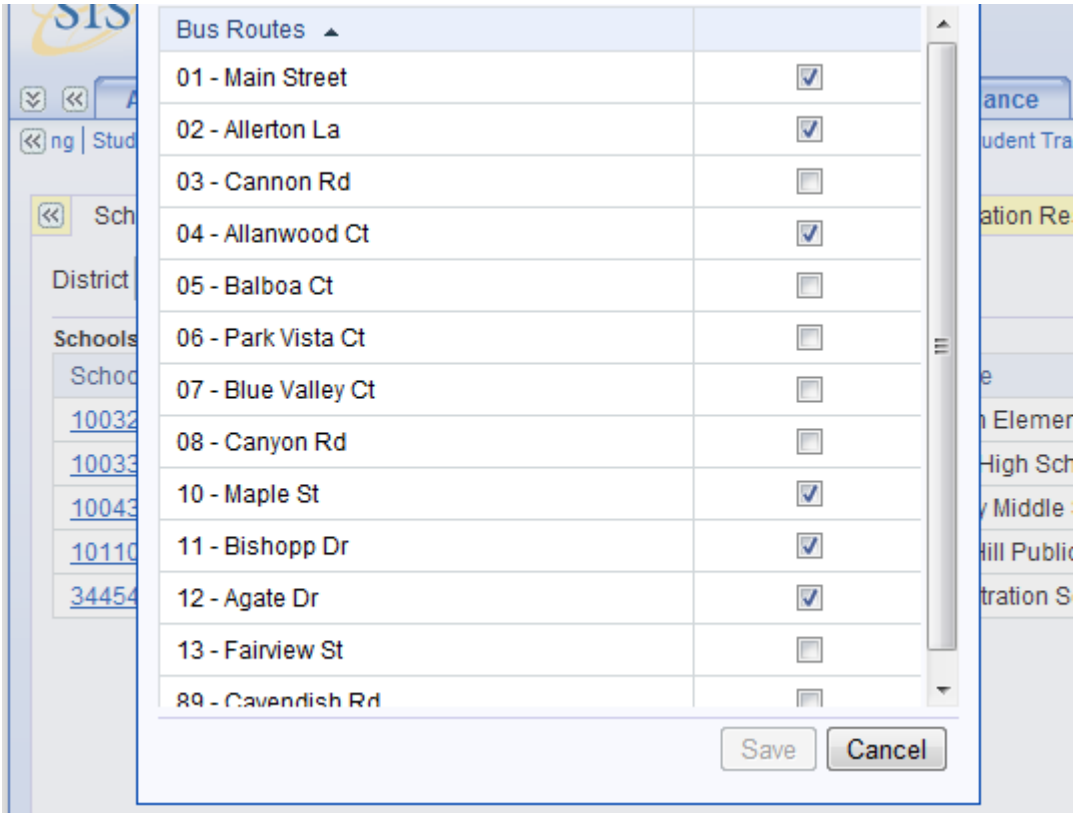
1- **Route Number**: it is the code used to identify buses routes according to each area.
2- **Area Name**: choose the area name from the drop down list.
3- **Route Description**: enter a description for the bus route.
4- **Bus Number**: choose the bus number from the drop down list.
5- **Arabic Name**: the name of the bus monitor in Arabic.
6- **English Name**: the name of the bus monitor in English.
7- **Phone**: bus monitor's mobile number.
8- **Employee number**: the monitor's employee number.



2.6 School Bus Routes:

This step is done to associate the bus routes with each school. Users will click on the school number hyperlink then select the required Bus Routes that will be available when assigning bus route on student's level.

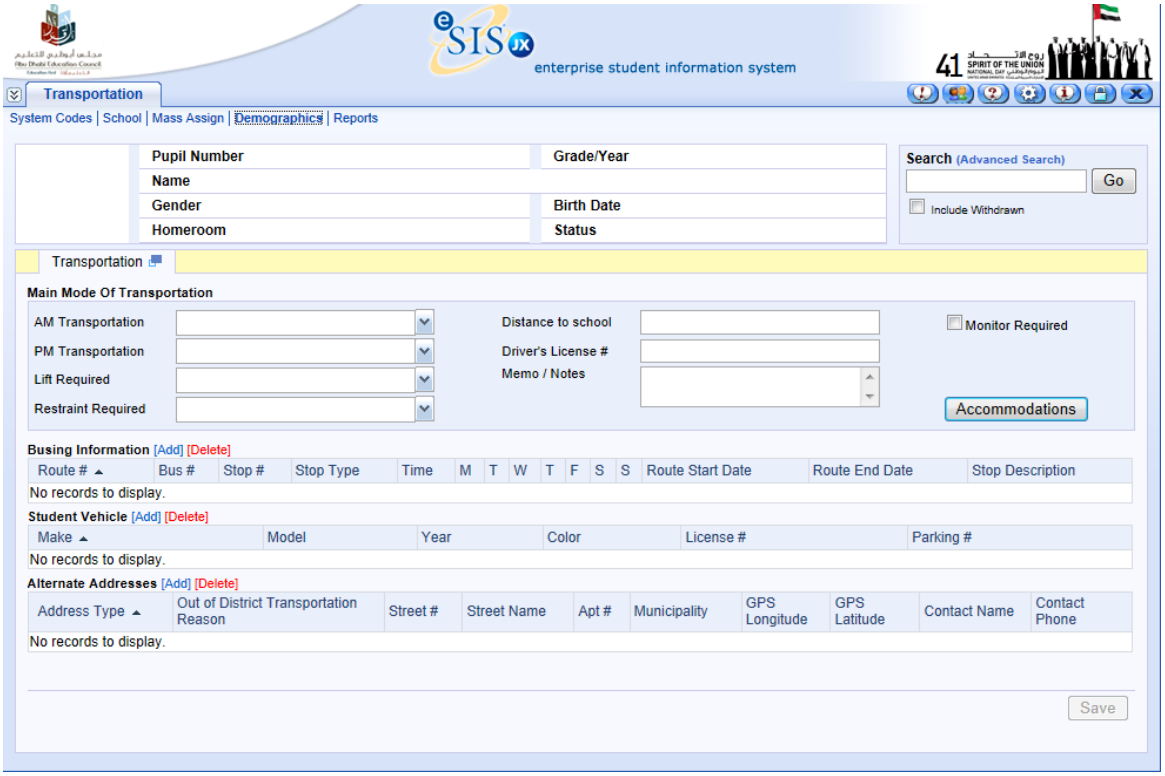
1- Click on the **school number**, numbers of school buses routes appear in the drop down list. The routes are assigned according to the area.
2- Check the necessary boxes to link the buses routes with the school.
3- Click **Save**.
4- Repeat the previous steps for each school.



3. Main Mode of Transportation

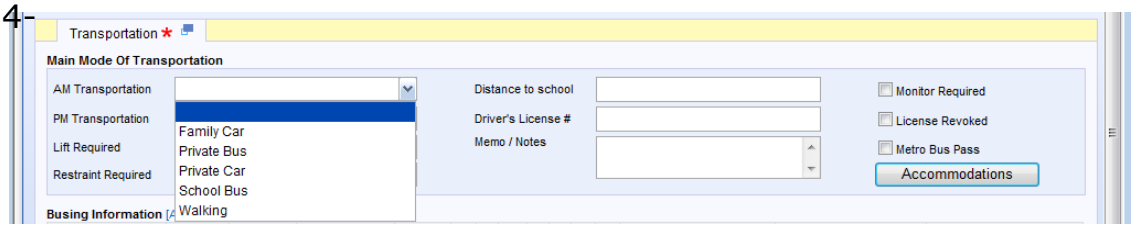
The **Main Mode of Transportation** for each student can be added as the following:

Students ⇨ Demographics ⇨ Transportation



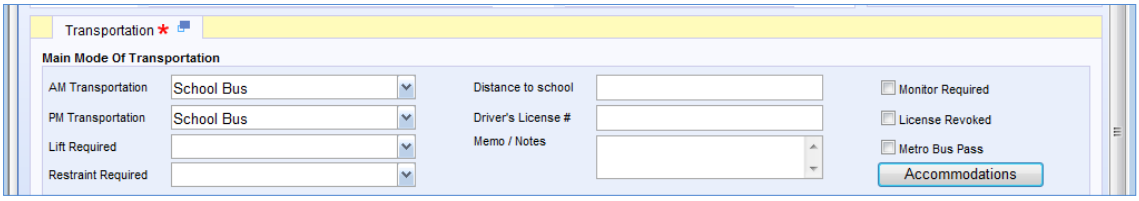
3.1 Adding AM Transportation

1- Go to the Main Mode of Transportation.
2- Choose **AM Transportation** from the drop down list.
3- Click **Save**.
4-

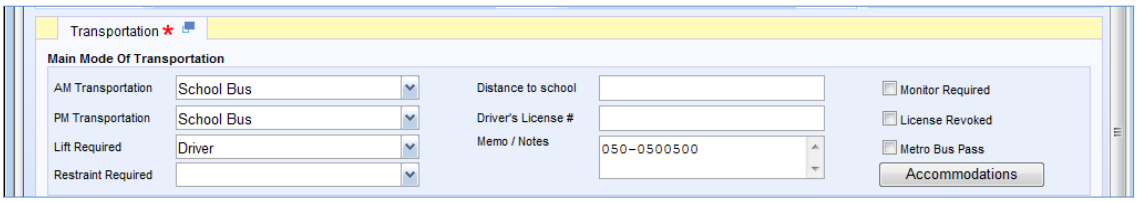


3.2 Adding PM Transportation

1- Go to the Main Mode of Transportation.
2- Choose **PM Transportation** from the drop down list.
3- Click **Save**.

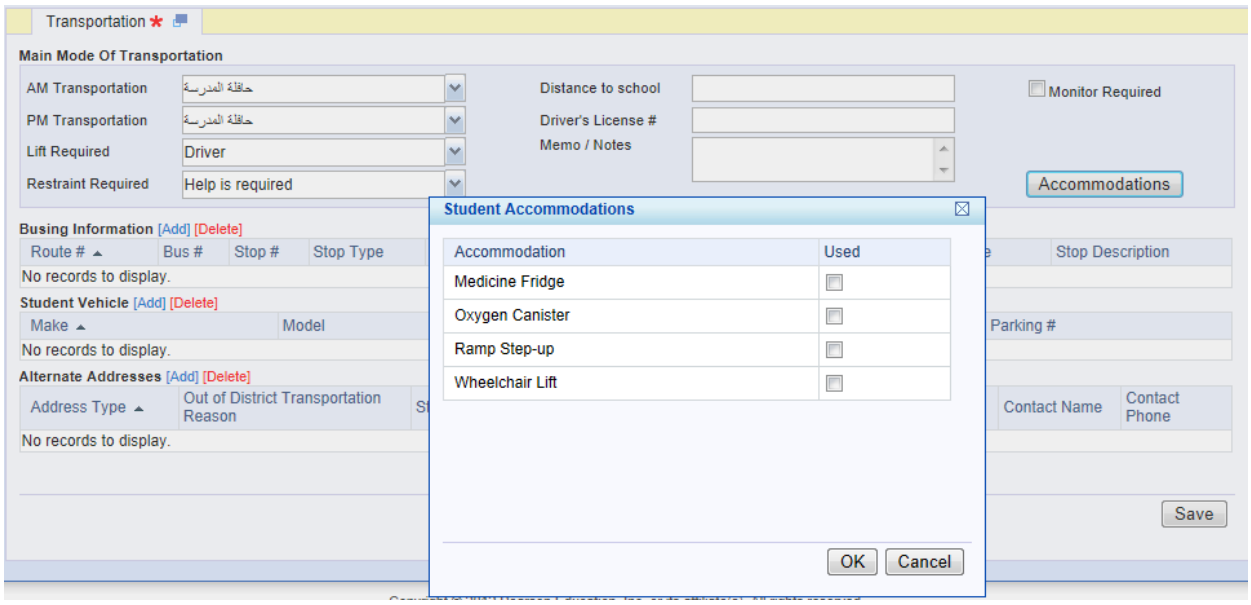


In this section, the user can register if the student is using the car for transportation to or from the school. The user can also assign from the drop down list the person responsible for giving the student a lift. The driver's mobile number can be written in the **Notes**.



3.3 Restraint Required

For the Special Needs Students that use the bus, the user can allocate in the system if help is required. This can be done by choosing Helped Required from the drop down list in the Restraint Required field. If accommodation is needed, the user can click on Accommodations and chooses what is required from the list by clicking in the box.

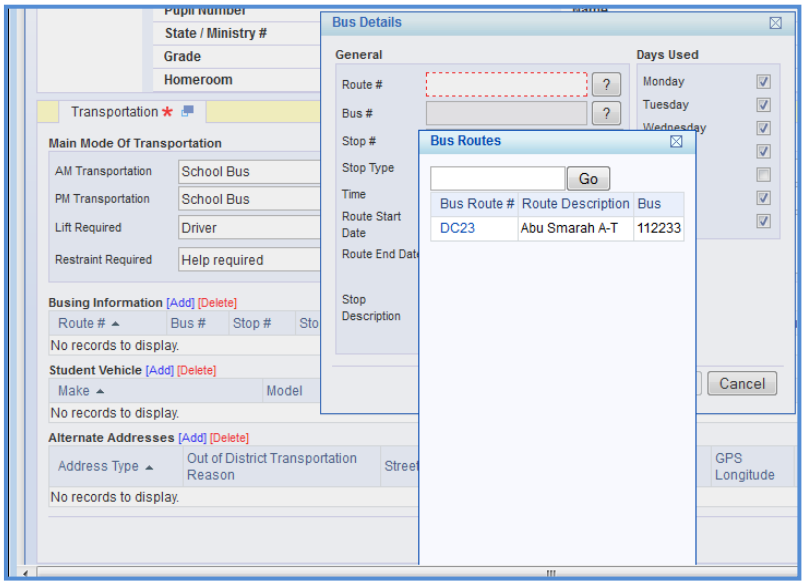


3.4 Busing Information

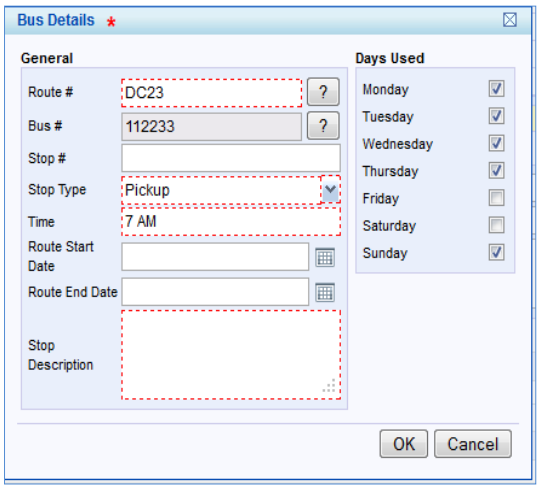
If the student is using the bus for transportation, details of the bus route for **AM** or **PM Transportation** can be added in the Busing Information section as the following:

3.4.1 Adding

1- Go to **Busing Information**.
2- Click **ADD**, the **Bus Details** screen appear.
3- Click the**?** Button to choose the **Route**.



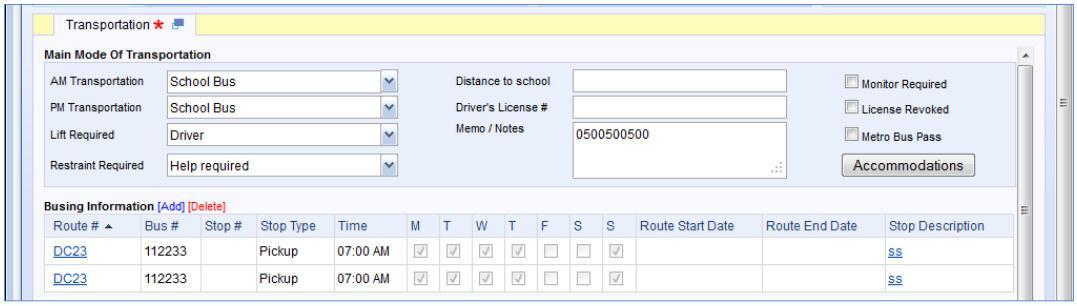
4- When choosing a route, the number of the bus assigned to that route appears automatically in the **Bus number** field.
5- Enter the **Stop number**.
6- Choose the **Stop Type** from the drop down list.
7- Enter the time. For example 7:00 AM or 3:10 PM.
8- Choose the **Route Start Date** and **End Date**, if any.
9- Enter the **Stop Description** in the field.
10- From the **Days Used** section, choose the days that student needs the bus for transportation. The days are defaulted to Sunday until Thursday.



11- Click **OK**.

12- Repeat the previous steps to add details for the **PM Transportation**.

13- After adding the details, the records appear in the **Busing Information** section. The **Stop Type** appears for each transportation type used.



3.4.2 Deleting

1- Go to **Busing Information**.

2- Click in the record that needs to be deleted.

3- Click on **Delete** hyperlink.

4- A warning message will appear.

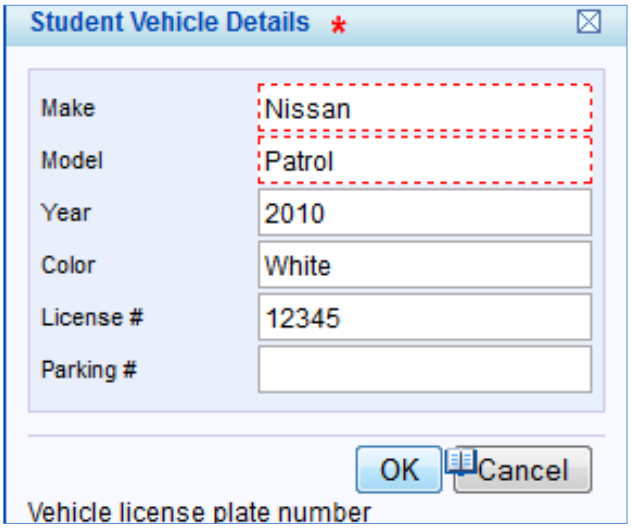
5- Click **Ok** to delete.

3.4.3 Student Vehicle Information:

In this section, the user can enter details of the private car used for taking student to and from school.
If the student is using the car for AM or PM transportation, details of the student car can be added in the Student Vehicle Information section as the following:

3.4.4 Adding

1- Go to **Student Vehicle**.
2- Click **Add**, the **Student Vehicle Details** screen appears.
3- Enter the car **Make**.
4- Enter the car **Model**.
5- Enter the car **Year**.
6- Choose the **Color**.
7- Enter the car **License number**.
8- Enter the car **Parking Number** if applicable.



3.4.5 Deleting

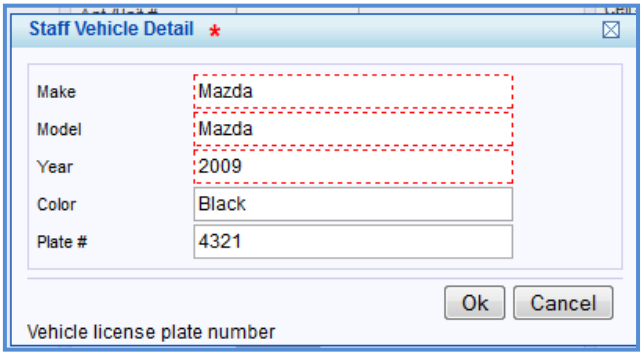
1- Go to **Student Vehicle**.
2- Click in the record that needs to be deleted.
3- Click on **Delete** hyperlink.
4- A warning message will appear.
5- Click **Ok** to delete.

3.5 Adding Details For A School Employee Vehicle

The user can add details for a **School Employee Vehicle** as the following:

School ⇨ Employees ⇨ Employees

1- Go to Employees vehicle.
2- Click **ADD**, the **Employee Vehicle Details** screen appear.
3- Enter the car **Make**.
4- Enter the car **Model**.
5- Enter the car **Year**.
6- Choose the **Color**.
7- Enter the car **License number**.
8- Enter the car **Parking Number** if applicable.



3.5.1 Deleting

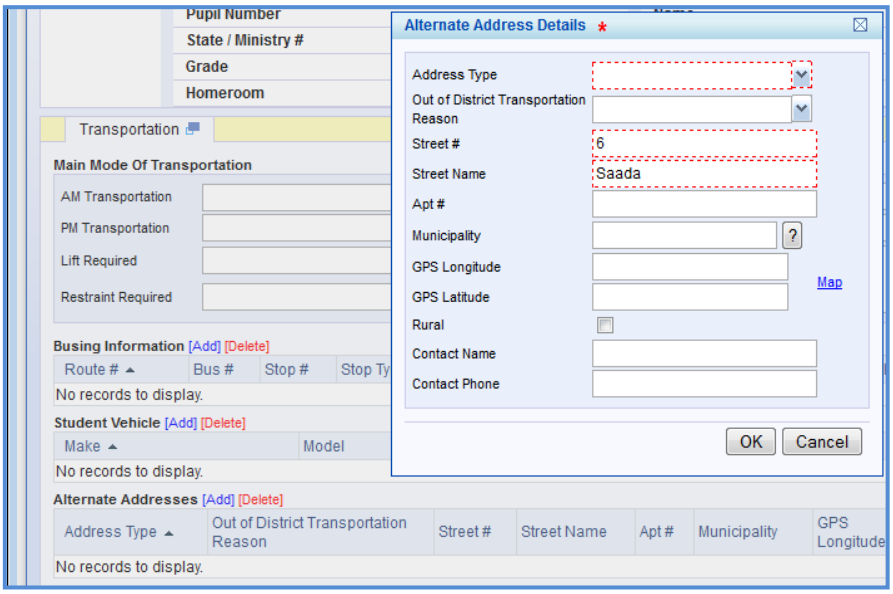
1- Go to **Staff Vehicle**.
2- Click in the record that needs to be deleted.
3- Click on **Delete** hyperlink.
4- A warning message will appear.
5- Click **Ok** to delete.

3.6 Alternate Addresses:

If a parent decided to change the Bus Route details for a certain period of time, the user can enter an alternative address in the system. The new Alternate Address can be added as the following:

3.6.1 Adding

1- Go to **Alternate Addresses**.
2- Click on **ADD**, the **Alternate Address Details** screen will appear.
3- Choose the **Address Type** from the drop down list.
4- Choose the **Out Of District Transportation Reason** from the drop down list.
5- Enter the **Street Number.**
6- Enter the **Street Name**.
7- Enter the **Apartment Number.**
8- Click on the**?** Button **to** choose the **Municipality** from the list.
9- Enter the GPS Longitude and Latitude.
10- When clicking **Map**, the system will show the map of the location entered.
11- Enter the **Contact Name**.
12- Enter the **Contact Phone**.
13- Click **OK**.



3.6.2 Deleting

1- Go to **Alternate Addresses**.
2- Click in the record that needs to be deleted.
3- Click on **Delete** hyperlink.
4- A warning message will appear.
5- Click **Ok** to delete.

4. Mass assign

This screen allows system's user to Assign Bus Route for group of student at one time based on specific criteria.

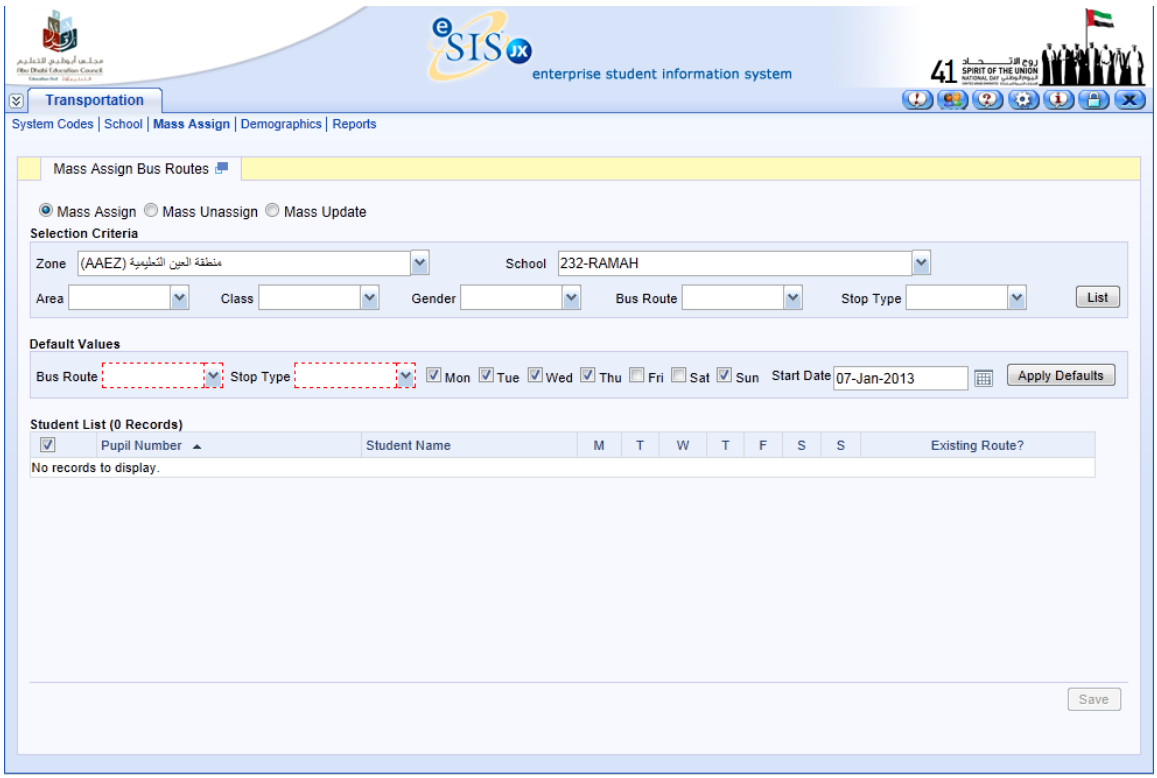
Example:
You can Assign Bus Route for group of student going to specific area, or replace specific bus route with a new bus route for the same students group.

4.1 Screen Details

Mass Assign Bus Routes screen is containing three sections:

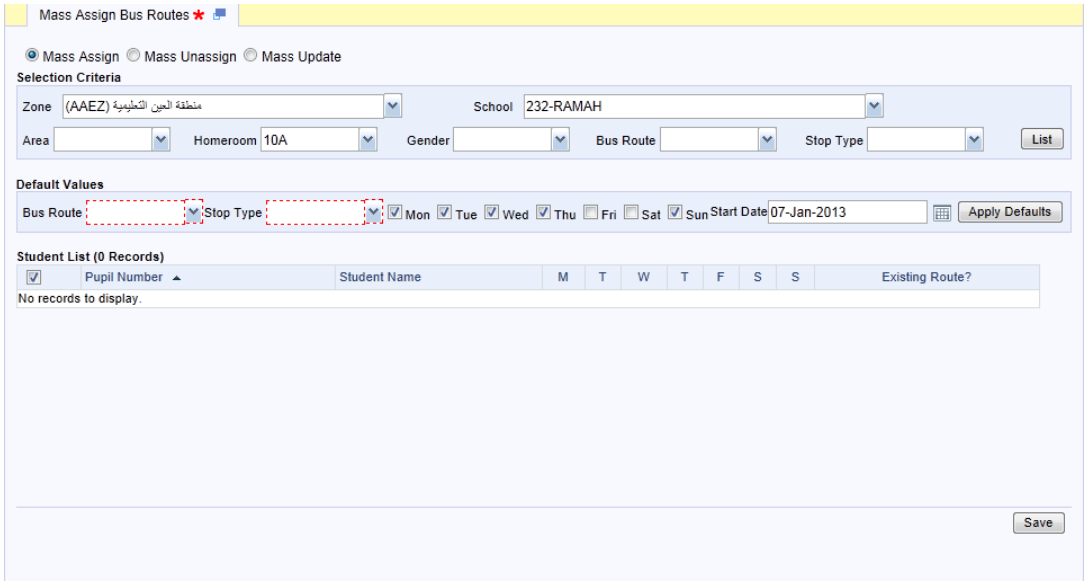
- Selection Criteria
- Default values
- List students

The user needs to specify search criteria required to show student records by selecting a specific value from the lists of drop and then clicking on the menu button to view student records identified, standards available are: **Area**, **Class**, **Gender**, **bus route** or **stop type**.

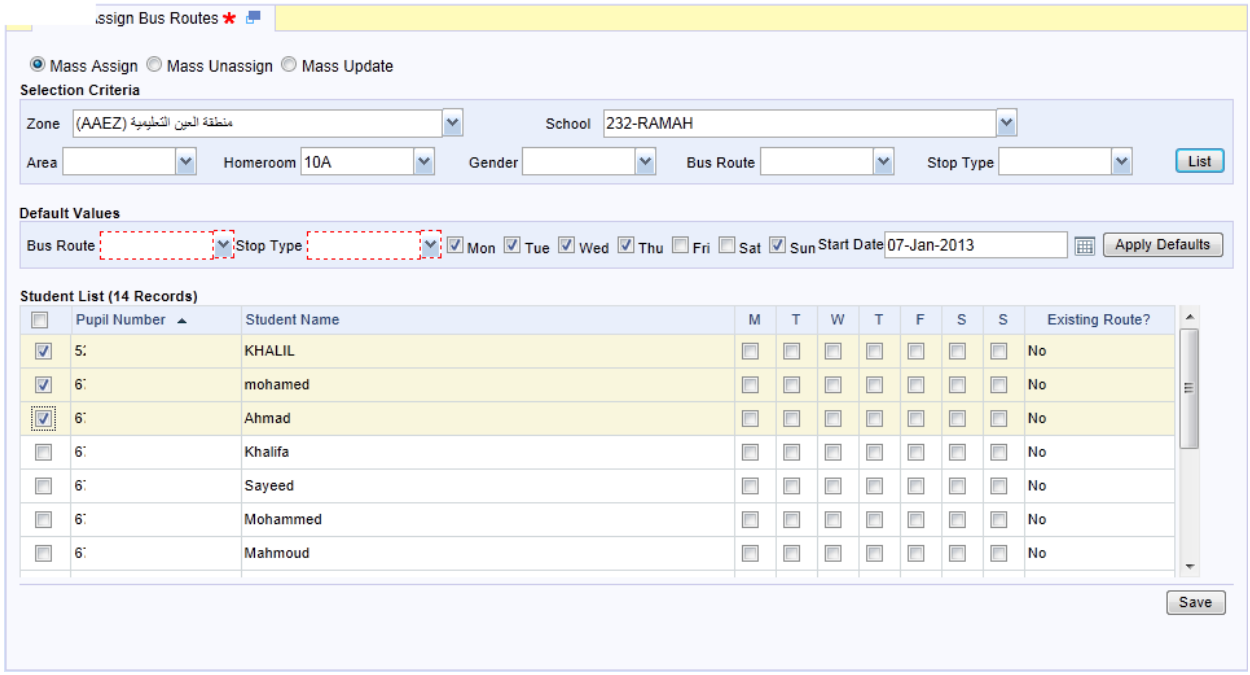


4.2 Assigning Mass bus route for specific students group

1. Click on **Mass Assign** radio button to select the mass assign bus routes value.
2. From Selection **Criteria section**:
   - Select the specific **class** from the drop down menu.
   - Click on the **list** button, so the students list will show up.

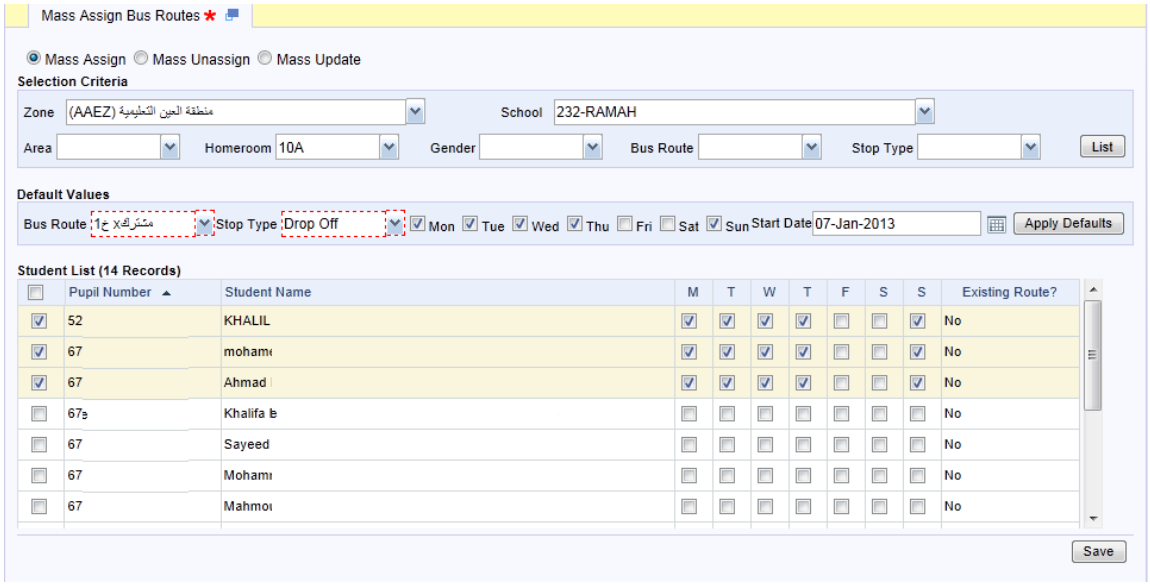


3. Select the student's group to assign them to specific bus route by checked their check box, or click on the main check box to select all students.



4. From **Default values** section:
   - Select the specific bus route from the drop down menu

- Select specific Stop type (Drop off, Picked off or both ways) from the drop down menu
- Select the start date from the calendar button
- Click on apply defaults button to apply the days for chosen students.
- Click on save button to save the updating data

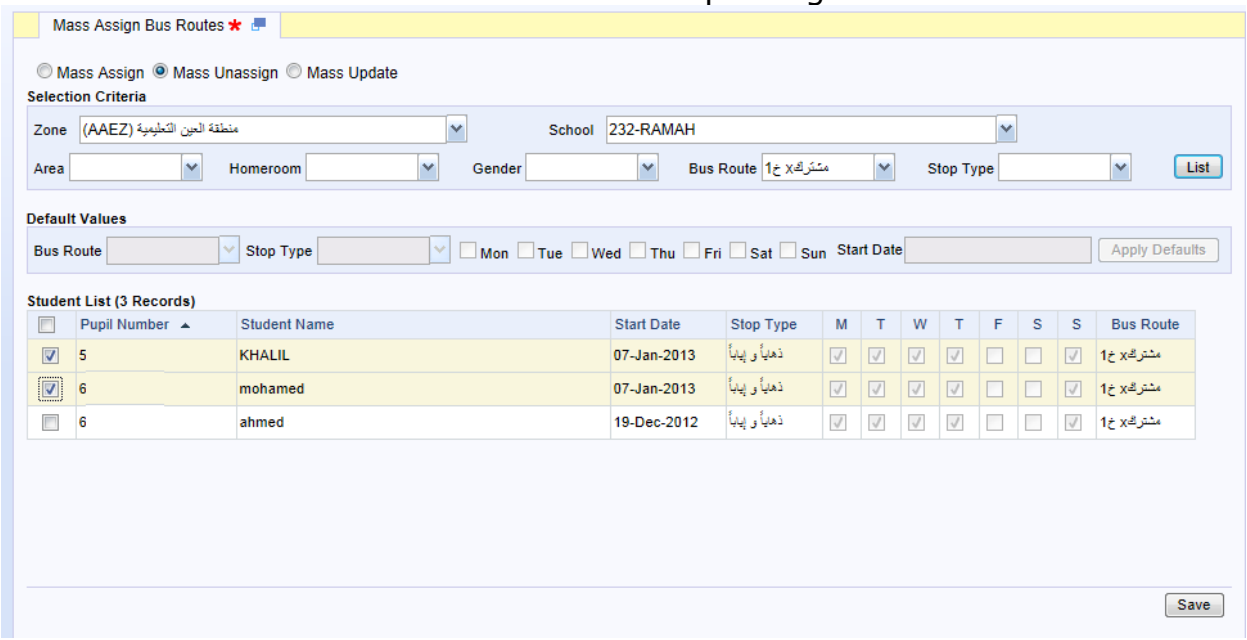


4.3 Unassigning Mass Bus route

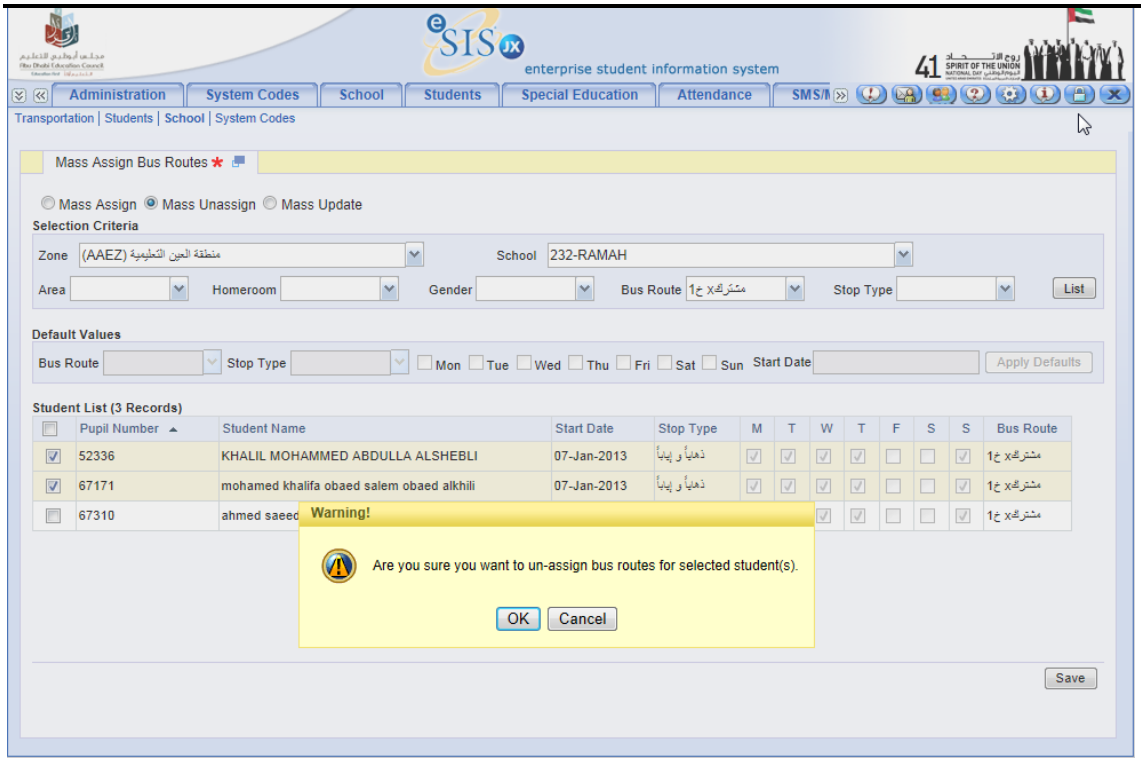
1. Click on **Mass Unassign** radio button to select the Mass Unassign bus routes value.
2. From **Selection Criteria** section:
   - Select the specific Bus Route from the drop down menu.
   - Click on the **list** button, so the students list will show up.

Note: all data in the Default values will be **read only**.

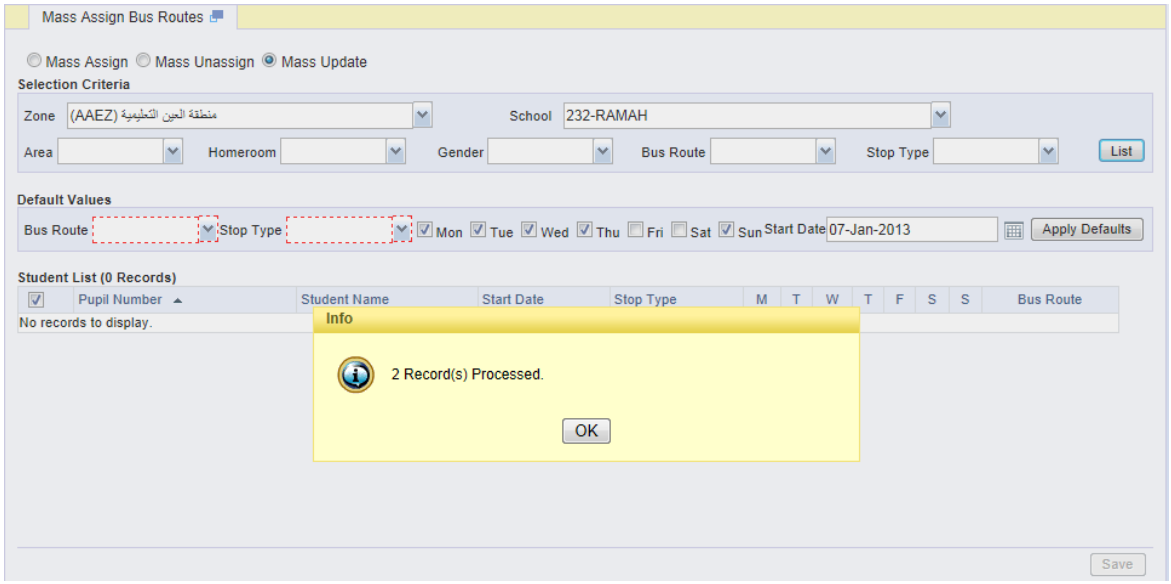
3. Select the student's group to Unassigned them from the specific bus route by checked their check box, or click on the main check box to select all students.
4. Click on **save** button to save the updating data



5. A **message** will appear to confirm the deletion, click on the **OK** button to confirm the deletion.



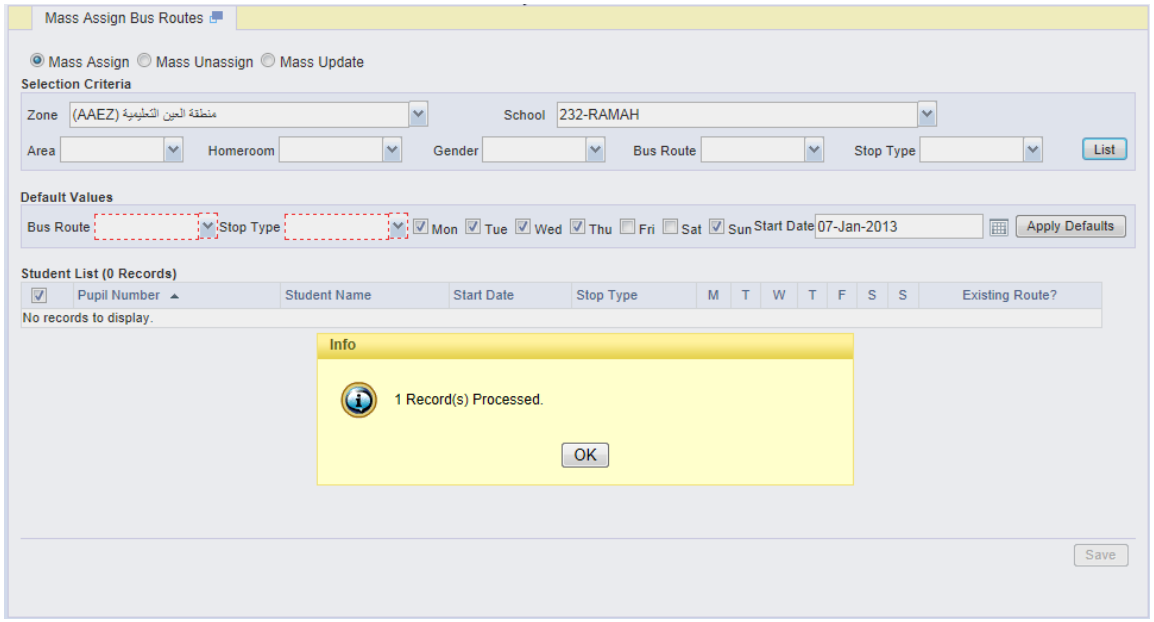
6. Click on ok button, the confirmation message will shown



4.4 Updating Mass Bus route

To update any bus route:

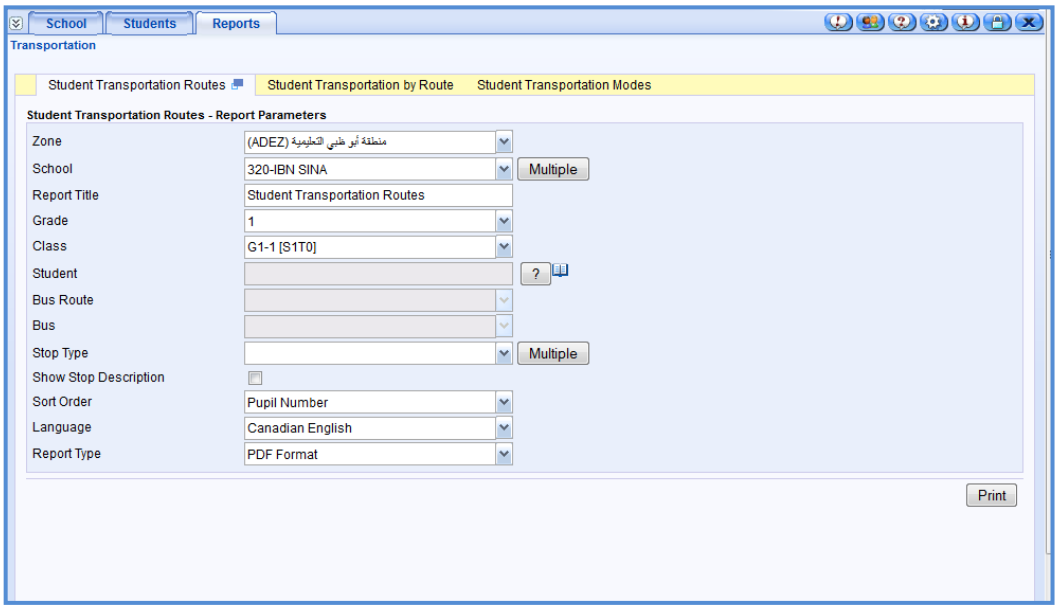
1. Click on **Mass Update** radio button to work on updating the mass bus route.
2. From **Selection Criteria** section:
   - Select the specific Bus Route from the drop down menu.
   - Click on the list button, so the students list will show up.
   - Select the student's group to move them to other Bus by checked their check box, or click on the main check box to select all students.
3. From **Default values** section:
   - Select the other **bus route** as a destination, so the shifted students will move to this bus.
   - Select specific **Stop type** (Drop off, Picked off or both ways) from the drop down menu
   - Select the **start date** from the calendar button
   - Click on **apply defaults** button to apply the days for chosen students.
4. Click on **save** button to save the updating data
5. The message shown, then click on **OK** button

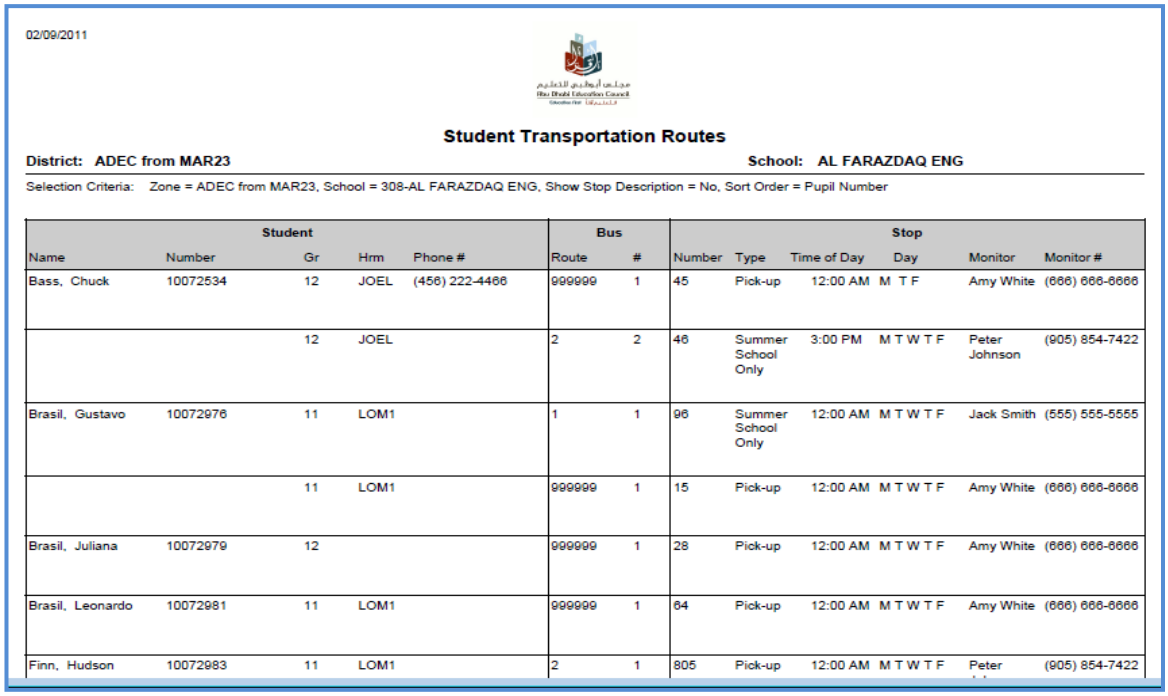


5. Reports:

5.1 Student Transportation Routes

This report shows the students' details records (Student Number, Class, Section, and Phone). Across from each record, it shows the Bus Route record, the Stop Type and the Supervisor's name and phone number.





02/09/2011

Student Transportation Routes

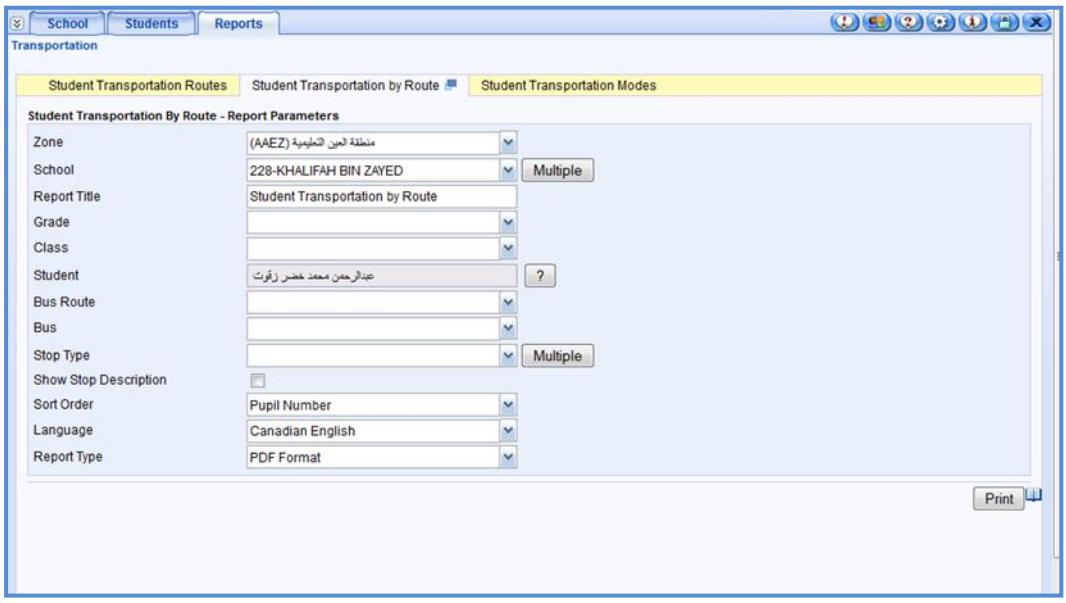
District: ADEC from MAR23 **School:** AL FARAZDAQ ENG

Selection Criteria: Zone = ADEC from MAR23, School = 308-AL FARAZDAQ ENG, Show Stop Description = No, Sort Order = Pupil Number

Student					Bus		Stop					
Name	Number	Gr	Hrm	Phone #	Route	#	Number	Type	Time of Day	Day	Monitor	Monitor #
Bass, Chuck	10072534	12	JOEL	(456) 222-4466	999999	1	45	Pick-up	12:00 AM	M T F	Amy White	(666) 666-6666
		12	JOEL		2	2	46	Summer School Only	3:00 PM	M T W T F	Peter Johnson	(905) 854-7422
Brasil, Gustavo	10072976	11	LOM1		1	1	96	Summer School Only	12:00 AM	M T W T F	Jack Smith	(555) 555-5555
		11	LOM1		999999	1	15	Pick-up	12:00 AM	M T W T F	Amy White	(666) 666-6666
Brasil, Juliana	10072979	12			999999	1	28	Pick-up	12:00 AM	M T W T F	Amy White	(666) 666-6666
Brasil, Leonardo	10072981	11	LOM1		999999	1	64	Pick-up	12:00 AM	M T W T F	Amy White	(666) 666-6666
Finn, Hudson	10072983	11	LOM1		2	1	805	Pick-up	12:00 AM	M T W T F	Peter	(905) 854-7422

5.2 Student Transportation by Route

This report shows different details to the previous report. The route details appear at the top of the report (the Bus Number, the Supervisor Name and Number) and then all the records of the students using this route (Student Number, Class, Section, Phone).



02/09/2011

Student Transportation by Route

District: ADEC from MAR23 **School: AL FARAZDAQ ENG**

Selection Criteria: Zone = ADEC from MAR23, School = 308-AL FARAZDAQ ENG, Show Stop Description = No, Sort Order = Pupil Number

Grouping: Bus Route = 1, Bus = 1, Monitor Name = Jack Smith, Monitor # = 5555555555

Student					Stop				
Name	Number	Gr	Hrm	Phone #	Number	Type	Description	Time of Day	Day
Brasil, Gustavo	10072976	11	LOM1		96	Summer School Only		12:00 AM	M T W T F
Kapoor, Kelly	10072984	11	LOM1		7154	Pick-up		12:00 AM	M T W T F
Brasil, David	10072987	10	LOM1		89	Pick-up		12:00 AM	M T W F

Grouping: Bus Route = 1, Bus = 2, Monitor Name = Jack Smith, Monitor # = 5555555555

Student					Stop				
Name	Number	Gr	Hrm	Phone #	Number	Type	Description	Time of Day	Day
alfar, alfar	10076321	6				Pick-up		7:45 AM	M T W T F

Grouping: Bus Route = 1, Bus = 3, Monitor Name = Jack Smith, Monitor # = 5555555555

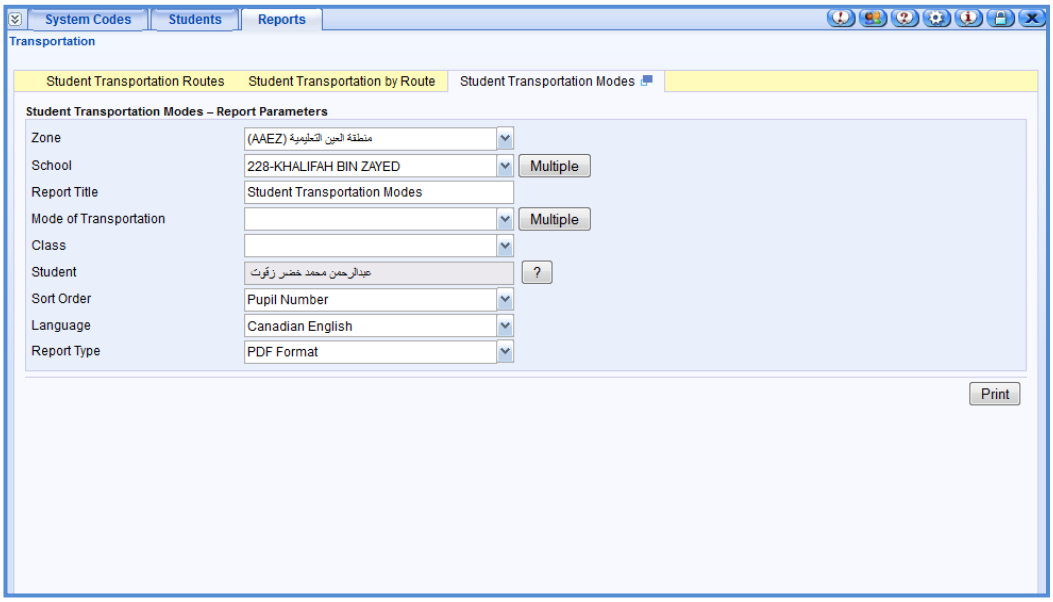
Student					Stop				
Name	Number	Gr	Hrm	Phone #	Number	Type	Description	Time of Day	Day
Kapoor, Kelly	10072984	11	LOM1		754	Pick-up		12:00 AM	M T W T F

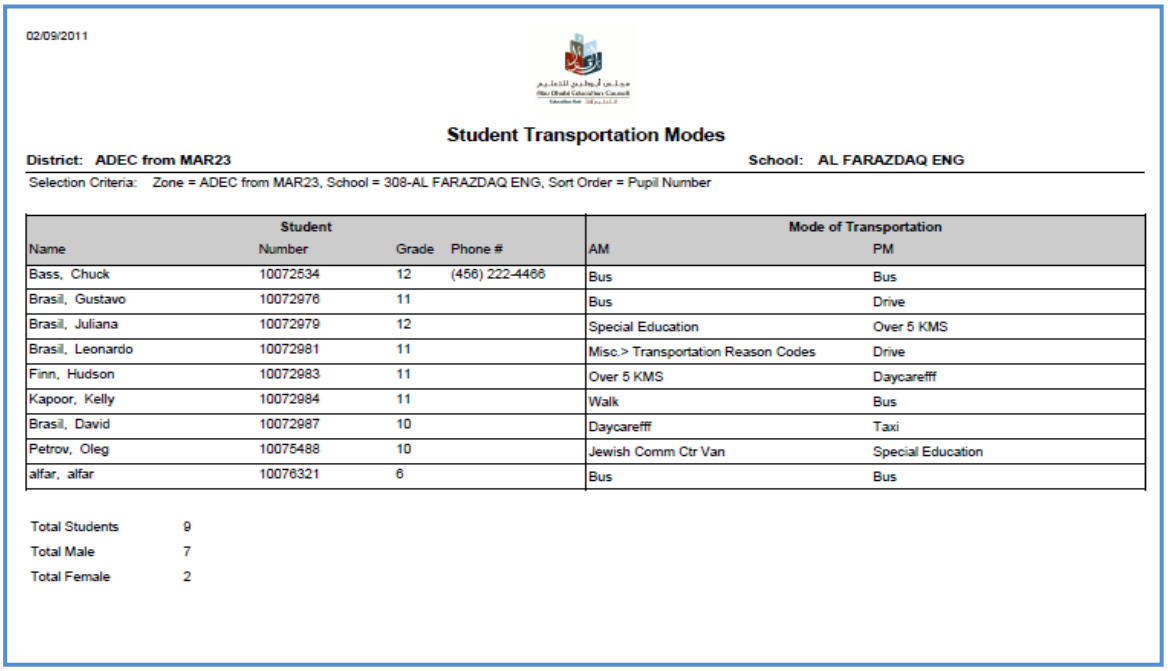
Grouping: Bus Route = 2, Bus = 1, Monitor Name = Peter Johnson, Monitor # = 9058547422

Student					Stop				
Name	Number	Gr	Hrm	Phone #	Number	Type	Description	Time of Day	Day
Finn, Hudson	10072983	11	LOM1		805	Pick-up		12:00 AM	M T W T F

5.3 Student Transportation Modes

This report shows the students' details records (Student Number, Class, Section, and Phone). Across from each record, it shows the Mode of Transportation (AM or PM) used by the student (School Bus, Private Car, Walking).





02/09/2011

Student Transportation Modes

District: ADEC from MAR23 **School: AL FARAZDAQ ENG**

Selection Criteria: Zone = ADEC from MAR23, School = 308-AL FARAZDAQ ENG, Sort Order = Pupil Number

Student				Mode of Transportation	
Name	Number	Grade	Phone #	AM	PM
Bass, Chuck	10072534	12	(456) 222-4466	Bus	Bus
Brasil, Gustavo	10072976	11		Bus	Drive
Brasil, Juliana	10072979	12		Special Education	Over 5 KMS
Brasil, Leonardo	10072981	11		Misc.> Transportation Reason Codes	Drive
Finn, Hudson	10072983	11		Over 5 KMS	Daycarefff
Kapoor, Kelly	10072984	11		Walk	Bus
Brasil, David	10072987	10		Daycarefff	Taxi
Petrov, Oleg	10075488	10		Jewish Comm Ctr Van	Special Education
alfar, alfar	10076321	6		Bus	Bus

Total Students 9
Total Male 7
Total Female 2